

**August 28, 2018**

**Resolution 18-08A**

**Agenda Action Report**  
*Prepared for the*  
**Cascade County Commission**

<b>ITEM</b>	<b>Resolution 18-08A - A Resolution to Amend Resolution 18-08 Abandoning a County Road</b>
<b>INITIATED BY</b>	<b>Michael Potter</b>
<b>PRESENTED BY</b>	<b>Sandor Hopkins Public Works Planning Division</b>
<b>ACTION REQUESTED</b>	<b>Extension Request</b>

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**BACKGROUND:**

On February 6, 2018 the Cascade County Commission voted to conditionally approved a Petition to Discontinue a County Street and Alley initiated by Michael Potter. Resolution 18-08 approved the discontinuance of a portion of the county streets and alleys known as the eastern 30 feet of right-of-way of 7<sup>th</sup> St South and all 60 feet of right-of-way of 8<sup>th</sup> St South from 31<sup>st</sup> Ave South to 33<sup>rd</sup> Ave South, and the alleys of Block 21 and Block 22 of the Park View Addition Subdivision. The motion approved by the Commission conditionally approved the discontinuation on filing an Amended Plat delineating the boundaries of the affected property within six (6) months of the date of the resolution.

The petitioner has completed the survey, however the amended plat requires the signatures of all applicable owners and the lending institutions affiliated with the affected properties. Since all of these lenders are outside of Great Falls, the plat cannot feasibly be filed before the expiration of the six month deadline. As such, the petitioner has requested a two month extension of the filing period, to October 6, 2018, to obtain all necessary signatures. There are no state or local regulations that set a maximum time to file a survey in this situation.

**RECOMMENDATION:** Cascade County Staff, after reviewing the extension request, and working with the petitioner and surveyor in good faith, recommend the Cascade County Commission APPROVE the extension request of the petition associated with Resolution 18-08 and approve Resolution 18-08A.

**August 28, 2018**

**Resolution 18-08A**

**TWO MOTIONS PROVIDED FOR CONSIDERATION**

**MOTION TO APPROVE:**

Madam Chair, I move that the Commissioners **APPROVE** Resolution 18-08A, a resolution to Amended Resolution 18-08 Abandoning a County Road by extending the deadline for the petitioner to file the completed survey no later than Monday, October 8, 2018.

**MOTION TO DISAPPROVE:**

Madam Chair, I move that the Commissioners **DISAPPROVE** Resolution 18-08A, a Resolution to Amended Resolution 18-08 Abandoning a County Road by extending the deadline for the petitioner to file the completed survey no later than Monday, October 8, 2018.

**ATTACHMENTS:**

**Resolution #18-08A**

**Resolution #18-08**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

**RESOLUTION 18-08A**

**RESOLUTION TO AMEND RESOLUTION 18-08 – A RESOLUTION IN THE MATTER TO ABANDON THAT PORTION OF COUNTY STREETS AND ALLEYS KNOWN AS THE EASTERN 30 FEET OF RIGHT-OF-WAY-OF 7<sup>TH</sup> ST SOUTH AND ALL 60 FEET OF RIGHT-OF-WAY OF 8<sup>TH</sup> ST SOUTH FROM 31<sup>ST</sup> AVE SOUTH TO 33<sup>RD</sup> AVE SOUTH, AND THE ALLEYS OF BLOCK 21 AND BLOCK 22 OF THE PARK VIEW ADDITION, SECTION 24, TOWNSHIP 20 NORTH, AND RANGE 03 EAST P.M.M., CASCADE COUNTY, MONTANA**

**WHEREAS**, pursuant to MCA § 7-14-2616(1), the Board of Cascade County Commissioners may discontinue a street or alley or any part of a street or alley in an unincorporated town or town site upon the petition in writing of all owners of lots on the street or alley if it can be done without detriment to the public interest; and

**WHEREAS**, pursuant to MCA § 7-14-2601 through MCA § 7-14-2622, a legal petition was signed and submitted by all owners of lots adjacent to the proposed discontinuation; and

**WHEREAS**, review of the petition confirmed that the said streets and alleys did not provide exclusive access to either private or state lands; and

**WHEREAS**, review of the petition confirmed that the discontinuation of said streets and alleys would not affect the right of any public utility to continue to maintain its plant and equipment; and

**WHEREAS**, upon receipt of the petition, the County did cause to be published a legal notice of a Public Hearing in the Great Falls Tribune pursuant to the statutory requirements of MCA § 7-1-2121; and

**WHEREAS**, a public hearing was conducted according to statute on February 6, 2018, at which time no protests were received into the record; and

**WHEREAS**, the site was inspected by at least one County Commissioner prior to final action on February 6, 2018, approving Resolution 18-08, (R0351087) subject to the following conditions contained in the motion to approve Resolution 18-08:

1. The discontinued roads revert to the ownership of the adjacent property owners, with the concurrence of said property owners, and
2. The petitioner causes to be filed a Certificate of Survey delineating the boundaries of the affected property within six (6) months of the date of the resolution to discontinue said portion of road.
3. The owner of Lots 10 & 23, Block 21 be granted a 20-foot wide easement for an access/utility for water-line easement from 31<sup>st</sup> Ave S to their Lot inside the existing platted right-of-way for 8<sup>th</sup> St S.
4. A 20-foot easement be granted under the aerial cables as laid out in the Utility and Encroachment exhibit.

; and

**WHEREAS**, the Petitioner has completed the survey required in condition 2 but despite due diligence has yet to obtain all the necessary signatures of the owners and lending institutions affiliated with the affected properties and is unable, due to circumstances beyond his control, to meet the six (6) month deadline set forth in condition 2; and

**WHEREAS**, the Petitioner has requested an extension of the deadline set forth in Condition 2 as further provided for in Exhibit A attached hereto and incorporated herein by reference; and

**WHEREAS**, there are no state or local regulations that set a maximum time to file a survey in this situation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Cascade County, Montana that condition 2 pertaining to **Resolution 18-08** is hereby amended such that the petitioner causes to be filed a Certificate of Survey delineating the boundaries of the affected property no later than Monday, October 8, 2018.

PASSED AND ADOPTED by the Board of County Commissioners of Cascade County, Montana, this 28<sup>th</sup> day of August 2018.

BOARD OF COUNTY COMMISSIONERS,  
CASCADE COUNTY, MONTANA

\_\_\_\_\_  
Jane Weber, Chair

\_\_\_\_\_  
Joe Briggs, Commissioner

\_\_\_\_\_  
James L. Larson, Commissioner

**Attest**

On this \_\_\_\_ day of \_\_\_\_\_ 2018, I hereby attest the above-written signatures of the Board of Cascade County Commissioners.

\_\_\_\_\_  
Rina Fontana Moore  
Cascade County Clerk and Recorder



Michael Potter  
701 33<sup>rd</sup> Avenue South  
Great Falls, MT 59405  
406.788.9443

August 7, 2018

Cascade County Commissioners  
Cascade County Annex  
Great Falls, MT 59401

RE: Request for Extension of Res. 18-08

Dear Commissioners:

On February 6, 2018, Cascade County Commissioners approved Resolution 18-08, discontinuing a portion of county streets and alleys in the vicinity of 7<sup>th</sup> Street South and 33<sup>rd</sup> Avenue South.

As the applicant of the above-referenced Resolution, I am requesting a two-month extension, until October 6, 2018, to file the Amended Plat as required as a condition of approval.

I am requesting the extension due to the process to obtain required signatures of all applicable owners and lending institutions affiliated with the affected properties. All three of the lenders are located outside of Great Falls, and the Amended Plat had to be sent to the appropriate location for approval. Currently, the Amended Plat is in Maryland at Wells Fargo Bank undergoing its approval process. At this time, they are unable to give me a time frame when it will be approved and returned.

I appreciate your consideration of this request for an extension.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael E. Potter", with a long horizontal flourish extending to the right.

Michael Potter

February 6, 2018

AGENDA # 1

**Agenda Action Report**  
*Prepared for the*  
**Cascade County Commission**

<b>ITEM</b>	<b>Resolution 18-08: Conduct Public Hearing for action on Petition to discontinue a County Street and Alley</b>
<b>INITIATED BY</b>	<b>Michael Potter</b>
<b>PRESENTED BY</b>	<b>Sandor Hopkins Public Works Planning Division</b>
<b>ACTION REQUESTED</b>	<b>Approval of Resolution 18-08</b>

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**BACKGROUND:**

Michael Potter has petitioned the Cascade County Commission to discontinue a portion of the county streets and alleys known as the eastern 30 feet of right-of-way of 7<sup>th</sup> St South and all 60 feet of right-of-way of 8<sup>th</sup> St South from 31<sup>st</sup> Ave South to 33<sup>rd</sup> Ave South, and the alleys of Block 21 and Block 22 of the Park View Addition Subdivision. The public streets and alleys described above are platted right-of-ways within the subdivision known as Park View Addition, Cascade County, MT Section 24, Township 20 North, Range 03 East, platted in 1912. On Tuesday, January 23, 2018, Commissioner Weber and Planning Staff visited the portions of public streets and alleys to be abandoned, and again later the same day with Commissioner Larson.

Staff recommends the discontinuance of those portions of streets and alleys, since they plan to retain a utility easement for the water line, and will retain access through easement to all Lots in that area. The current condition of the streets and alleys is undeveloped. The neighboring residents would like to split the streets and alleys, aggregate that area into their lots, and aggregate their existing lots together along with the additional land from the vacated streets and alleys.

As required by M.C.A. 7-14-2601 through 7-14-2622, a petition signed by adjacent property owners has been received and certified by the Cascade County Clerk and Recorder. The discontinuance of the streets and alleys will not inhibit access to any property, the provision of emergency services to any property, and does not provide access to state lands. CenturyLink and NorthWestern Energy have aerial cables in the area, and will require easements to maintain their utilities along the western edge of 7<sup>th</sup> St South and through Lot 24, Block 21.

**Legal notice of the public hearing was published in the Great Falls Tribune on January 28, 2018 and February 4, 2018. Legal notice was sent to adjoining owners on January 24, 2018.**

**RECOMMENDATION:** Cascade County Staff, after reviewing the petition to discontinue said portions of 7<sup>th</sup> St South, 8<sup>th</sup> St South, and alleys of Blocks 21 and 22, that the Commissioners APPROVE Resolution 18-08.

**TWO MOTIONS PROVIDED FOR CONSIDERATION**

**MOTION TO APPROVE:**

Madame Chair, I move that the Commissioners **APPROVE** Resolution 18-08, discontinuing that portion of county streets and alleys being as the eastern 30 feet of right-of-way of 7<sup>th</sup> St South and all 60 feet of right-of-way of 8<sup>th</sup> St South from 31<sup>st</sup> Ave South to 33<sup>rd</sup> Ave South, and the alleys of Block 21 and Block 22 of the Park View Addition Subdivision. The public streets and alleys described above are platted right-of-ways within the subdivision known as Park View Addition, Cascade County, MT Section 24, Township 20 North, Range 03 East, as described within this report, and as identified by map subject to the following conditions:

1. The discontinued roads revert to the ownership of the adjacent property owners, with the concurrence of said property owners, and
2. The petitioner causes to be filed a Certificate of Survey delineating the boundaries of the affected property within six (6) months of the date of the resolution to discontinue said portion of road.
3. The owner of Lots 10 & 23, Block 21 be granted a 20-foot wide easement for an access/utility for water-line easement from 31<sup>st</sup> Ave S to their Lot inside the existing platted right-of-way for 8<sup>th</sup> St S.
4. A 20-foot easement be granted under the aerial cables as laid out in the Utility and Encroachment exhibit.

**MOTION TO DISAPPROVE:**

Madame Chair, I move that the Commissioners **DISAPPROVE** Resolution 18-08, discontinuing that portion of county streets and alleys being as the eastern 30 feet of right-of-way of 7<sup>th</sup> St South and all 60 feet of right-of-way of 8<sup>th</sup> St South from 31<sup>st</sup> Ave South to 33<sup>rd</sup> Ave South, and the alleys of Block 21 and Block 22, platted right-of-ways in Park View Addition, Section 24, Township 20 North, Range 03 East, Cascade County, Montana as described within this report, and as identified by map.

**ATTACHMENTS:**

**Resolution #18-08**

**Application**

**Draft Amended Plat of Block 21 and Block 22 Park View Addition**

**Utility and Encroachment Exhibit Block 21 and Block 22 Park View Addition**

**GIS Map of portion to be abandoned and surrounding Landowners**

**R0351087 CRS**

Total Pages: 2 R 0 00 By: mejohnson 02/07/2018 12:18:41 PM  
Cascade County, Rina Ft Moore - Clerk & Recorder



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

**RESOLUTION 18-08**

**IN THE MATTER TO ABANDON THAT PORTION OF COUNTY STREETS AND ALLEYS KNOWN AS THE EASTERN 30 FEET OF RIGHT-OF-WAY OF 7<sup>TH</sup> ST SOUTH AND ALL 60 FEET OF RIGHT-OF-WAY OF 8<sup>TH</sup> ST SOUTH FROM 31<sup>ST</sup> AVE SOUTH TO 33<sup>RD</sup> AVE SOUTH, AND THE ALLEYS OF BLOCK 21 AND BLOCK 22 OF THE PARK VIEW ADDITION, SECTION 24, TOWNSHIP 20 NORTH, AND RANGE 03 EAST P.M.M., CASCADE COUNTY, MONTANA;**

**WHEREAS,** pursuant to MCA §7-14-2616(1), The Board of Cascade County Commissioners may discontinue a street or alley or any part of a street or alley in an unincorporated town or town site upon the petition in writing of all owners of lots on the street or alley if it can be done without detriment to the public interest; and

**WHEREAS,** pursuant to MCA §7-14-2601 through MCA §7-14-2622, a legal petition has been signed and submitted by all owners of lots adjacent to proposed discontinuation; and

**WHEREAS,** said streets and alleys do not provide exclusive access to private land; and

**WHEREAS,** said streets and alleys do not provide exclusive access to state lands; and

**WHEREAS,** the discontinuation of said streets and alleys shall not affect the right of any public utility to continue to maintain its plant and equipment; and

**WHEREAS,** upon receipt of said petition, the County did cause to be published a legal notice of a Public Hearing in the Great Falls Tribune pursuant to the statutory requirements of MCA §7-1-2121; and

**WHEREAS,** site has been inspected by one County Commissioner prior to final action by the County Commission; and

**WHEREAS,** a public hearing was conducted according to statute on February 6, 2018; and

**WHEREAS,** there were no protests to the proposed abandonment.

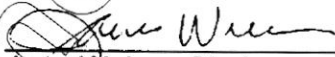
**RETURN TO COMMISSION**

**RESOLUTION 18-08**

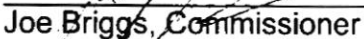
**THEREFORE BE IT RESOLVED** by the Board of Cascade County Commissioners that the portion of county streets and alleys known as the eastern 30 feet of right-of-way of 7<sup>th</sup> St South and all 60 feet of right-of-way of 8<sup>th</sup> St South from 31<sup>st</sup> Ave South to 33<sup>rd</sup> Ave South, and the alleys of Block 21 and Block 22 of the Park View Addition, Section 24, Township 20 North, Range 03 East, Cascade County, Montana be abandoned.

Passed and adopted at the Commission Hearing held on this 6th day of February 2018.

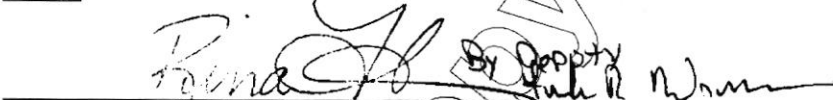
**BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

  
Jane Weber, Chair

  
James L. Larson, Commissioner

  
Joe Briggs, Commissioner

**Attest:**

  
Rina Ft Moore, Clerk and Recorder

**August 28, 2018**

**Contract 18-155**

**Agenda Action Report**  
*Prepared for the*  
**Cascade County Commission**

**ITEM:** Contract 18-155  
**Montana Wool Growers Association Predator  
Control Fund Memorandum of Understanding**

**INITIATED AND PRESENTED BY:** **Commission Office**

**ACTION REQUESTED:** **Approval of Contract 18-155**

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**BACKGROUND:**

In accordance with the terms of Cooperative Service Agreement between the USDA APHIS Wildlife Services Program and the Montana Wool Growers Association, Cascade County agrees to allocate \$2,565 for the protection of sheep from destructive animals. This amount is based on the Stock Sheep on the tax rolls (4276) by the Sheep License Fee/Head (.60).  $4276 \times .60 = \$2,565$

**EFFECTIVE:** July 1, 2018 – June 30, 2019  
**TOTAL AMOUNT:** \$2,565

**RECOMMENDATION:** Approval of Contract 18-155.

**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:**

Madam Chair, I move that the Commission approve Contract 18-155, Montana Wool Growers Association Predator Control Fund Memorandum of Understanding, allocating \$2,565 for the protection of sheep from destructive animals.

**MOTION TO DISAPPROVE:**

Madam Chair, I move that the Commission disapprove Contract 18-155, Montana Wool Growers Association Predator Control Fund Memorandum of Understanding, allocating \$2,565 for the protection of sheep from destructive animals.

MONTANA WOOL GROWERS ASSOCIATION  
PREDATOR CONTROL FUND  
P.O. Box 1938  
Billings, MT 59103

(406) 657-6464

MEMORANDUM OF UNDERSTANDING

For the period: **JULY 1, 2018 TO JUNE 30, 2019**

In accordance with the terms of a Cooperative Service Agreement between the USDA APHIS Wildlife Services program and the Montana Wool Growers Association, **CASCADE COUNTY** agrees to allocate \$ 2565 for the protection of sheep from destructive animals.

Funds under this agreement will be expended to carry out a mutually-agreed-upon program to minimize economic depredations. The county will be billed semiannually on **DECEMBER 1** and **JUNE 1**. Funds will be made payable to and deposited in the Predator Control Fund, Montana Wool Growers Association.

Predatory animal pelts of value salvaged by the Wildlife Services program will be sold and the proceeds deposited in the Predator Control Fund, to be expended in cooperation with Wildlife Services to further the program.

The program is agreed upon as follows:

**(1) Wildlife Services Specialist will conduct Wildlife Services in Cascade and Liberty Counties and the portion of Chouteau County west of Highway 236. Airplane will be used where feasible and funds available.**

\_\_\_\_\_  
CHAIRMAN, BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
For the MONTANA WOOL GROWERS ASSOCIATION

\_\_\_\_\_  
DATE

**Stock Sheep On Tax Rolls :** 4276

(A signed copy  
will be returned  
for your files.)

**Sheep License Fee/Head :** .60

**Stock Cattle On Tax Rolls:** 47601

## Resolution 18-65

**ITEM:** Creation of Elections Capital Reserve Fund

**INITIATED BY:** Cascade County Clerk & Recorder

**ACTION REQUESTED:** Approval of Resolution 18-65  
for Elections Capital Reserve Fund 4150

**PRESENTED BY:** Rina Fontana Moore, Cascade County Clerk & Recorder

The Cascade County Elections Department places puts money aside with each election that is run for the Cascade County School Districts and the municipalities for the sole purpose of upgrading the equipment within the Elections Department.

The Cascade County Clerk & Recorder, per this resolution requests that the Cascade County Commissioners approve the attached resolution for the creation of Fund 4150 – Elections Capital Reserve.

“I move the Cascade County Commission approve Resolution 18-65 and allow the Cascade County Clerk & Recorder/Elections Administrator to create Fund 4150.”

“I move the Cascade County Commission disapprove Resolution 18-65 and not allow the Cascade County Clerk & Recorder/Elections Administrator to create Fund 4150.”



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

**A RESOLUTION TO ESTABLISH AN ELECTIONS  
CAPITAL RESERVE FUND (FUND #4150) FOR EQUIPMENT  
REPLACEMENT WITHIN THE ELECTIONS DEPARTMENT**

**RESOLUTION 18-65**

**WHEREAS**, Montana Code Annotated § 7-6-616 (1) authorizes county governing bodies to establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities, or equipment that costs in excess of \$5,000 and that has a life expectancy of 5 years or more; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (2) provides that a capital improvement plan for the fund must be formally adopted by the governing body for the county; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (3) provides that the capital improvement fund may receive money from any source, including funds that have been allocated in any year but have not been expended or encumbered by the end of the fiscal year; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (4) provides that money in the capital improvement fund must be invested as provided by law, and interest and income from the investment of the capital improvement fund must be credited to the fund; and

**WHEREAS**, equipment within the Elections Department needs to be updated when the need arises:  
and

**WHEREAS**, the Elections Department needs to remain current with elections equipment; and

**WHEREAS**, the Elections Department needs to replace or upgrade its equipment in a timely manner and at the time that new and improved equipment is available; and

**WHEREAS**, the costs of the anticipated Capital Improvements will exceed \$5,000 and have a life expectancy of 5 years or more; and

**WHEREAS**, the Elections Department will deposit money into this fund each municipal and school election through an equipment usage charge; and

**WHEREAS**, pursuant to Montana Code Annotated § 7-6-616 (3), the Board of County Commissioners desires to establish a capital improvement fund for the Capital Improvements which will be set aside and accounted for in a separate Elections Capital Reserve Fund (Fund #4150); and

**WHEREAS**, Fund #4150 may be funded from an administrative charge for equipment usage through the elections that are run for the Cascade County School Districts and the local municipalities; and

**NOW THEREFORE, BE IT RESOLVED** Cascade County establishes the Elections Capital Reserve Fund, (Fund #4150); and

**BE IT FURTHER RESOLVED** that the Elections Capital Reserve Fund (Fund #4150), shall be funded through and administrative charge for equipment usage through the elections that are run for the Cascade County School Districts and the local municipalities and will be credited to shall be credited to Fund #4150; and

**BE IT FURTHER RESOLVED** that the Elections Capital Reserve Fund - Fund #4150 shall fund the Capital Improvements which shall be fully articulated in the Capital Improvement Plan for the Cascade County Elections Department which shall be formally adopted by the Board of County Commissioners pursuant to Montana Code Annotated § 7-6-616 (2).

Passed and adopted this 28th day of August, 2018 by:

BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA

\_\_\_\_\_  
Jane Weber, Chairman

\_\_\_\_\_  
Joe Briggs, Commissioner

\_\_\_\_\_  
James L. Larson, Commissioner

**Attest**

On this \_\_\_\_\_ day of \_\_\_\_\_ 2018, I hereby attest the above-written signatures of the Board of Cascade County Commissioners.

\_\_\_\_\_  
Rina Fontana Moore  
Cascade County Clerk and Recorder

August 28, 2018

**Resolution 18-66**

**Agenda Action Report**  
prepared for the  
**Cascade County Commission**

**ITEM:**                                      **Resolution 18-66**  
   **Creation of Aging Capital Improvement Fund**

**ACTION REQUESTED:**    **Approve Resolution 18-66**

**PRESENTED BY:**                      **Kim Thiel-Schaaf, Aging Services Director**

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**SYNOPSIS:**

The Aging Services Department wishes to create a capital improvement fund from reserves in order to move forward with much needed remodel tasks at the Aging Services Complex located at 1801 Benefis Court. The reserves are from previous year's allocations that remain unspent.

**RECOMMENDATION:**

Staff recommends that the Commission approve Resolution 18-66 Creation of Aging Services Capital Improvement Fund (4025).

**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:** Madam Chairwoman, I move that the Commissioners approve Resolution 18-66 Creation of the Aging Services Capital Improvement Fund.

**MOTION TO DENY:** Madam Chairwoman, I move that the Commissioners deny Resolution 18-66 Creation of the Aging Services Capital Improvement Fund.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

**A RESOLUTION TO ESTABLISH THE CASCADE  
COUNTY AGING CAPITAL RESERVE FUND  
(FUND #4025) FOR CAPITAL IMPROVEMENTS  
TO PROVIDE AGING SERVICES FOR  
CASCADE COUNTY CITIZENS**

**RESOLUTION 18-66**

**WHEREAS**, Montana Code Annotated § 7-6-616 (1) authorizes county governing bodies to establish a capital improvement fund for the replacement, improvement, and acquisition of property, facilities, or equipment that costs in excess of \$5,000 and that has a life expectancy of 5 years or more; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (2) provides that a capital improvement plan for the fund must be formally adopted by the governing body for the county; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (3) provides that the capital improvement fund may receive money from any source, including funds that have been allocated in any year but have not been expended or encumbered by the end of the fiscal year; and

**WHEREAS**, Montana Code Annotated § 7-6-616 (4) provides that money in the capital improvement fund must be invested as provided by law, and interest and income from the investment of the capital improvement fund must be credited to the fund; and

**WHEREAS**, Aging Services provides a variety of assistance programs for elderly and disabled citizens in Cascade County; and

**WHEREAS**, the Board of Cascade County Commissioners plans and intends to utilize the excess cash from Aging Services programs accumulated over several years to fund various capital improvements to the Aging Services facilities; and

**WHEREAS**, the facilities improvements to Aging Services requires the investment of capital ("Capital Improvements") to ensure continued delivery of services for the elderly and disabled citizens of Cascade County; and

**WHEREAS**, the costs of the anticipated Capital Improvements will exceed \$5,000 and have a life expectancy of 5 years or more; and

**WHEREAS**, the Board of Cascade County Commissioners is in the process of researching and formulating a Capital Improvement Plan (Plan) which will more fully articulate the specifics of the Capital Improvements to the Aging Services facilities and be formally adopted by the Board of County Commissioners pursuant to Montana Code Annotated § 7-6-616 (2); and

**WHEREAS**, pursuant to Montana Code Annotated § 7-6-616 (3), the Board of County Commissioners desires to establish a capital improvement fund for the Capital Improvements which will be set aside and accounted for in a separate Aging Capital Reserves Fund (Fund #4025); and

**WHEREAS**, Fund #4025 may be funded from any source, including funds that have been allocated in any year but have not been expended or encumbered by the end of the fiscal year and that such funds shall be invested as provided by law, and interest and income from the investment of the capital improvement fund shall be credited to Fund #4025.

**RESOLUTION 18-66**

**NOW THEREFORE, BE IT RESOLVED** Cascade County establishes the Aging Capital Reserve Fund - Fund #4025; and

**BE IT FURTHER RESOLVED** that the Aging Capital Reserve Fund - Fund #4025, shall be funded from any source, including funds that have been allocated in any year but have not been expended or encumbered by the end of the fiscal year and that such all such funds shall be invested as provided by law, and interest and income from the investment of the capital improvement fund shall be credited to Fund #4025; and

**BE IT FURTHER RESOLVED** that the Aging Capital Reserve Fund - Fund #4025 shall fund the Capital Improvements which shall be fully articulated in the Capital Improvement Plan for the Aging Services Capital Improvements which shall be formally adopted by the Board of County Commissioners pursuant to Montana Code Annotated § 7-6-616 (2).

Passed and adopted this 28th day of August, 2018.

BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA

\_\_\_\_\_  
Jane Weber, Chairman

\_\_\_\_\_  
Joe Briggs, Commissioner

\_\_\_\_\_  
James L. Larson, Commissioner

**Attest**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, I hereby attest the above-written signatures of the Board of Cascade County Commissioners.

\_\_\_\_\_  
Rina Fontana Moore  
Cascade County Clerk and Recorder

August 28, 2018

Contract 18-153

**Agenda Action Report**  
*Prepared for the*  
**Cascade County Commission**

**ITEM:** Contract  
Teton County Health Department  
Fetal, Infant, Child, and Maternal  
Mortality Review  
Memorandum of Understanding

**INITIATED AND PRESENTED BY:** Tanya Houston, CCHD Health Officer

**ACTION REQUESTED:** Approval of Contract

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**BACKGROUND:**

The Memorandum of Understanding's goal is to reduce the number of preventable fetal, infant, child, and maternal deaths in counties without Fetal, Infant, Child, and Maternal Mortality Review (FICMMR) Teams by establishing a working relationship with these counties, and reviewing fetal, infant, child, and maternal deaths occurring in these counties.

**TERM:** July 1, 2018 - June 30, 2019

**AMOUNT:** N/A

**RECOMMENDATION:** Approval of Contract

**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:** Madam Chair, I move that the Commission **approve** Contract 18-153, Teton County Health Department – Fetal, Infant, Child, and Maternal Mortality Review Memorandum of Understanding

**MOTION TO DISAPPROVE:** Madam Chair, I move that the Commission **disapprove** Contract 18-153, Teton County Health Department – Fetal, Infant, Child, and Maternal Mortality Review Memorandum of Understanding



**Public Health**  
Prevent. Promote. Protect.

## **FETAL, INFANT, CHILD, and MATERNAL MORTALITY REVIEW MEMORANDUM OF UNDERSTANDING BETWEEN**

Cascade City County Health Department

**AND**

Teton County Health Department

Agreement to be effective July 1, 2018 and will be updated **annually**.

### **GOAL:**

To reduce the number of preventable fetal, infant, child, and maternal deaths in counties without Fetal, Infant, Child, and Maternal Mortality Review (FICMMR) Teams by establishing a working relationship with these counties, and reviewing fetal, infant, child, and maternal deaths occurring in these counties.

### **PRINCIPLES:**

1. Both counties are of equal status.
2. Services provided by Cascade City County Health Department FICMMR Team (known as the Review Team) will be coordinated in a collaborative manner.
3. Determining the degree of preventability and recommendations for community action is the primary focus of the review team.
4. Respect for the autonomy of all member agencies, their policies and procedures, will be maintained.

### **FUNDING/ADMINISTRATION:**

1. It is understood that reimbursement for review services is as follows: Cascade and Teton County Health Departments will be independently responsible for funds. There is no reimbursement for services, travel, or salary by either party. Each party is responsible for their own staff and their expenses.

2. The CC FICMMR will review fetus --350 grams of weight, infant, child through age 17, and maternal deaths occurring in Teton County.
3. The Teton County Health Department will complete the Fetal, Infant, Child Death Review Case Report and enter it into the National Child Death Review System. The Maternal Mortality Report (MMR) will be completed "Electronically" by Teton County Health Department and sent securely via e-PASS to the state FICMMR Coordinator.
4. Abstraction of medical information for review purposes will be completed as follows: The CC FICMMR Team, along with the Teton County Health Department will complete the medical abstract gathering information from appropriate agencies.
5. For deaths deemed preventable, the CC FICMMR Team will provide an evidence-based, informed or best practice (EBIBP) prevention recommendation to Teton County for community actions aimed at reducing preventable deaths.

**STATEMENT of COOPERATION:**

In acknowledgment of the above, Teton County Health Department will:

1. Participate in the review to the full extent possible or as agreed to and assist in securing services/information from appropriate agencies in my county.
2. Pledge to hold any received information confidential and be willing to sign a confidentiality statement at any review team meetings attended.
3. Review the prevention recommendation/s and implement as able/appropriate for Teton County Health Department.
4. Work cooperatively with the CC FICMMR toward decreasing preventable deaths in Teton County.

See next page for Required Signatures from both Counties.



**REQUIRED SIGNATURES:**

Date \_\_\_\_\_

Melissa Moyer, MPH  
Teton County Health Department  
905 4<sup>th</sup> Street NW  
Choteau, MT 59422  
406.466.2562  
Fax: 406.466.5292  
[health@tetonmt.org](mailto:health@tetonmt.org)

Date 8/6/2018



Jo-Viviane Jones  
Family Health Services Division Manager  
City County Health Department  
115 4<sup>th</sup> Street South  
Great Falls, MT 59401  
Direct Line: 406.791.9262  
Fax: 406.453.3357  
[jjones@cascadecountymt.gov](mailto:jjones@cascadecountymt.gov)

**August 28, 2018**

**Contract 18-154**

**Agenda Action Report**  
***Prepared for the***  
**Cascade County Commission**

**ITEM:** Toole County Health Department  
Fetal, Infant, Child, and Maternal  
Mortality Review  
Memorandum of Understanding

**INITIATED AND PRESENTED BY:** Tanya Houston, CCHD Health Officer

**ACTION REQUESTED:** Approval of Contract 18-154

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**BACKGROUND:**

The Memorandum of Understanding's goal is to reduce the number of preventable fetal, infant, child, and maternal deaths in counties without Fetal, Infant, Child, and Maternal Mortality Review (FICMMR) Teams by establishing a working relationship with these counties, and reviewing fetal, infant, child, and maternal deaths occurring in these counties.

**TERM:** July 25, 2018 - June 30, 2019

**AMOUNT:** N/A

**RECOMMENDATION:** Approval of Contract

**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:** Madam Chair, I move that the Commission **approve** Contract 18-154, Toole County Health Department – Fetal, Infant, Child, and Maternal Mortality Review Memorandum of Understanding

**MOTION TO DISAPPROVE:** Madam Chair, I move that the Commission **disapprove** Contract 18-154, Toole County Health Department – Fetal, Infant, Child, and Maternal Mortality Review Memorandum of Understanding



**Public Health**  
Prevent. Promote. Protect.



**FETAL, INFANT, CHILD, and MATERNAL MORTALITY  
REVIEW  
MEMORANDUM OF UNDERSTANDING BETWEEN**

Cascade County  
(Reviewing County)

**AND**

Toole County  
(Referral County)

Agreement to be effective July 25, 2018 and will be updated as needed.  
(Date)

**GOAL:**

To reduce the number of preventable fetal, infant, child, and maternal deaths in counties without Fetal, Infant, Child, and Maternal Mortality Review (FICMMR) Teams by establishing a working relationship with these counties, and reviewing fetal, infant, child, and maternal deaths occurring in these counties.

**PRINCIPLES:**

1. Both counties are of equal status.
2. Services provided by Cascade FICMMR Team (known as the Review Team) will be coordinated in a collaborative manner.
3. Determining the degree of preventability and recommendations for community action is the primary focus of the review team.
4. Respect for the autonomy of all member agencies, their policies and procedures, will be maintained.

**FUNDING/ADMINISTRATION:**

1. It is understood that reimbursement for review services is as follows:

no reimbursement

2. The Cascade County review team (Review Team) will review fetal, infant, child, and maternal deaths  
(20 weeks gestation to age 18 years) occurring in Toole county.
3. The Toole County Health Dept. (Review Team or County) will complete the Fetal, Infant, Child Death Review Report and enter it into the National Child Death Review System (CDR). The Maternal Mortality Reports will be completed by Toole County and sent to the Department of Public Health and Human Services for data entry.
4. Abstraction of medical information for review purposes will be completed as follows:  
Toole County will collect information for the review process  
and will ask for assistance if needed
5. The Cascade Review Team (Review Team) will determine the degree of preventability and provide suggestions to Toole County (Referral County) for community actions aimed at reducing preventable deaths.

**STATEMENT of COOPERATION:**

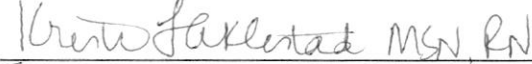
In acknowledgment of the above, I, Toole County (Referral County) Will:

1. Participate in the review to the full extent possible or as agreed to and assist in securing services/information from appropriate agencies in my county.
2. Pledge to hold any received information confidential and be willing to sign a confidentiality statement at any review team meetings attended.
3. Review the community action suggestions and implement as able/appropriate for  
Toole County (Referral County).
4. Work cooperatively with the Cascade Review Team (Review Team) toward decreasing preventable deaths in Toole county.


See next page for Required Signatures from both Counties.

**REQUIRED SIGNATURES:**

SIGNATURE (**Referral** County – Please include Name, Title, Full Address, Phone, & Email under the signature line)

 Date 7/25/2018  
Toole County Health Department Director  
402 1st Street South  
Shelby, MT 59474  
406-424-5169  
kaklestad@toolecountymt.gov

SIGNATURE (**Reviewing** County - Please include Name, Title, Full Address, Phone & Email under the signature line)

 Date 08/07/2018  
Jo Viviane Jones  
Family Health Services  
115 4th Street S.  
Great Falls, MT 59401  
406.791.9262  
jjones@cascadecountymt.gov

**Contract 18-154  
Toole County MOU  
FICMMR w/ CCHD**

**BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

\_\_\_\_\_  
**Jane Weber, Chairman**

\_\_\_\_\_  
**Joe Briggs, Commissioner**

\_\_\_\_\_  
**James L. Larson, Commissioner**

**Passed & approved at the Commission Meeting held on this 28<sup>th</sup> day of August 2018.**

**Attest**

**On this 28<sup>th</sup> day of August 2018, I hereby attest the above-written signatures of Jane Weber, Joe Briggs and James L. Larson, the Cascade County Commissioners.**

\_\_\_\_\_  
**RINA FONTANA MOORE, CASCADE COUNTY CLERK AND RECORDER**

**August 28, 2018**

**Contract # 18-156**

**Agenda Action Report**  
***Prepared for the***  
**Cascade County Commission**

**ITEM: HRSA Notice of Award # H80CS00566-17-04**

**INITIATED AND PRESENTED BY: Community Health Care Center/Trista Besich**

**ACTION REQUESTED: Approval of Contract**

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**PURPOSE:** This award provides one-time funding that will be available for use through the end of the FY 2019 budget period. The purpose of the FY 2018 Health Center Quality improvement one-time grant supplement is to support health centers that displayed high levels of quality performance in CY 2017 Uniform Data System reporting.

**RECOMMENDATION: Approval of Contract**

**TERM: June 1, 2018 – December 31, 2018**

**COST: \$ 46,532.00**


**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:**

Madam Chair, I move that the Commission approve Contract 18-156, the HRSA Notice of Award # H80CS00566-17-04.

**MOTION TO DISAPPROVE:**

Madam Chair, I move that the Commission disapprove Contract 18-156, the HRSA Notice of Award # H80CS00566-17-04.

<b>1. DATE ISSUED:</b> 08/01/2018	<b>2. PROGRAM CFDA:</b> 93.224	<div style="text-align: center;">  <p><b>U.S. Department of Health and Human Services</b> <b>HRSA</b> Health Resources and Services Administration</p> </div> <p><b>NOTICE OF AWARD</b>  <b>AUTHORIZATION (Legislation/Regulation)</b>          Public Health Service Act, Title III, Section 330          Public Health Service Act, Section 330, 42 U.S.C. 254b          Affordable Care Act, Section 10503          Public Health Service Act, Section 330, 42 U.S.C. 254, as amended.          Authority: Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended          Public Health Service Act, Section 330, 42 U.S.C. 254b, as amended          Public Health Service Act, Section 330(e), 42 U.S.C. 254b          Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended) and Section 10503 of The Patient Protection and Affordable Care Act (P.L. 111-148)          Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b)          Public Health Service Act, Section 330, as amended (42 U.S.C. 254b)          Section 330 of the Public Health Service (PHS) Act, as amended (42 U.S.C. 254b, as amended)          Section 330 of the Public Health Service Act, as amended (42 U.S.C. 254b, as amended)</p>																																																				
<b>3. SUPERSEDES AWARD NOTICE dated:</b> 07/16/2018 <small>except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.</small>																																																						
<b>4a. AWARD NO.:</b> 6 H80CS00566-17-04	<b>4b. GRANT NO.:</b> H80CS00566		<b>5. FORMER GRANT NO.:</b> H27CS02132																																																			
<b>6. PROJECT PERIOD:</b> <b>FROM:</b> 07/01/2002 <b>THROUGH:</b> 12/31/2018																																																						
<b>7. BUDGET PERIOD:</b> <b>FROM:</b> 06/01/2018 <b>THROUGH:</b> 12/31/2018																																																						
<b>8. TITLE OF PROJECT (OR PROGRAM):</b> Health Center Program																																																						
<b>9. GRANTEE NAME AND ADDRESS:</b> CASCADE CITY-COUNTY HEALTH DEPARTMENT 115 4th St S Great Falls, MT 59401-3618 <b>DUNS NUMBER:</b> 867642902 BHCMS # 084380		<b>10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR)</b> Trista Besich CASCADE CITY-COUNTY HEALTH DEPARTMENT 115 4th St S Great Falls, MT 59401-3618																																																				
<b>11. APPROVED BUDGET: (Excludes Direct Assistance)</b> <input type="checkbox"/> Grant Funds Only <input checked="" type="checkbox"/> Total project costs including grant funds and all other financial participation		<b>12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:</b>																																																				
<table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Salaries and Wages :</td><td style="text-align: right;">\$1,358,976.00</td></tr> <tr><td>b. Fringe Benefits :</td><td style="text-align: right;">\$475,642.00</td></tr> <tr><td>c. Total Personnel Costs :</td><td style="text-align: right;">\$1,834,618.00</td></tr> <tr><td>d. Consultant Costs :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>e. Equipment :</td><td style="text-align: right;">\$28,500.00</td></tr> <tr><td>f. Supplies :</td><td style="text-align: right;">\$173,633.00</td></tr> <tr><td>g. Travel :</td><td style="text-align: right;">\$49,775.00</td></tr> <tr><td>h. Construction/Alteration and Renovation :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>i. Other :</td><td style="text-align: right;">\$211,532.00</td></tr> <tr><td>j. Consortium/Contractual Costs :</td><td style="text-align: right;">\$144,865.00</td></tr> <tr><td>k. Trainee Related Expenses :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>l. Trainee Stipends :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>m. Trainee Tuition and Fees :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>n. Trainee Travel :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>o. TOTAL DIRECT COSTS :</td><td style="text-align: right;">\$2,442,923.00</td></tr> <tr><td>p. INDIRECT COSTS (Rate: % of S&amp;W/TADC) :</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>q. TOTAL APPROVED BUDGET :</td><td style="text-align: right;">\$2,442,923.00</td></tr> <tr><td>    i. Less Non-Federal Share:</td><td style="text-align: right;">\$1,466,144.00</td></tr> <tr><td>    ii. Federal Share:</td><td style="text-align: right;">\$976,779.00</td></tr> </table>		a. Salaries and Wages :	\$1,358,976.00	b. Fringe Benefits :	\$475,642.00	c. Total Personnel Costs :	\$1,834,618.00	d. Consultant Costs :	\$0.00	e. Equipment :	\$28,500.00	f. Supplies :	\$173,633.00	g. Travel :	\$49,775.00	h. Construction/Alteration and Renovation :	\$0.00	i. Other :	\$211,532.00	j. Consortium/Contractual Costs :	\$144,865.00	k. Trainee Related Expenses :	\$0.00	l. Trainee Stipends :	\$0.00	m. Trainee Tuition and Fees :	\$0.00	n. Trainee Travel :	\$0.00	o. TOTAL DIRECT COSTS :	\$2,442,923.00	p. INDIRECT COSTS (Rate: % of S&W/TADC) :	\$0.00	q. TOTAL APPROVED BUDGET :	\$2,442,923.00	i. Less Non-Federal Share:	\$1,466,144.00	ii. Federal Share:	\$976,779.00	<table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Authorized Financial Assistance This Period</td><td style="text-align: right;"><b>\$976,779.00</b></td></tr> <tr><td>b. Less Unobligated Balance from Prior Budget Periods</td><td></td></tr> <tr><td>    i. Additional Authority</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>    ii. Offset</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>c. Unawarded Balance of Current Year's Funds</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>d. Less Cumulative Prior Awards(s) This Budget Period</td><td style="text-align: right;">\$930,247.00</td></tr> <tr><td>e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</td><td style="text-align: right;"><b>\$46,532.00</b></td></tr> </table>	a. Authorized Financial Assistance This Period	<b>\$976,779.00</b>	b. Less Unobligated Balance from Prior Budget Periods		i. Additional Authority	\$0.00	ii. Offset	\$0.00	c. Unawarded Balance of Current Year's Funds	\$0.00	d. Less Cumulative Prior Awards(s) This Budget Period	\$930,247.00	e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	<b>\$46,532.00</b>
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<b>13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">YEAR</th> <th style="width: 70%;">TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Not applicable</td> </tr> </tbody> </table>		YEAR	TOTAL COSTS	Not applicable		<b>14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)</b> <table style="width: 100%; border-collapse: collapse;"> <tr><td>a. Amount of Direct Assistance</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>b. Less Unawarded Balance of Current Year's Funds</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>c. Less Cumulative Prior Awards(s) This Budget Period</td><td style="text-align: right;">\$0.00</td></tr> <tr><td>d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION</td><td style="text-align: right;"><b>\$0.00</b></td></tr> </table>	a. Amount of Direct Assistance	\$0.00	b. Less Unawarded Balance of Current Year's Funds	\$0.00	c. Less Cumulative Prior Awards(s) This Budget Period	\$0.00	d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION	<b>\$0.00</b>																																								
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<b>15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:</b> <b>A=Addition B=Deduction C=Cost Sharing or Matching D=Other</b> <span style="float: right;"><b>[D]</b></span> Estimated Program Income: \$1,208,344.00																																																						
<b>16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:</b>																																																						



a. The grant program legislation cited above, b. The grant program regulation cited above, c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS: (Other Terms and Conditions Attached [ ☒ ]Yes [ ☐ ]No)

*Electronically signed by Elvera Messina , Grants Management Officer on : 08/01/2018*

17. OBJ. CLASS: 41.51 18. CRS-EIN: 1816001343A3 19. FUTURE RECOMMENDED FUNDING: \$0.00

FY-CAN	CFDA	DOCUMENT NO.	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE	SUB ACCOUNT CODE
18 - 398160H	93.527	18H80CS00566	\$46,532.00	\$0.00	CH	HEALTHCARECENTERS_18

## HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

## Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

### Grant Specific Term(s)

1. This award provides one-time funding that will be available for use through the end of your FY 2019 budget period but should be used within 12 months of receipt. To use this funding in the FY 2019 budget period, the appropriate amount must be shown as un-obligated (UOB) on line 10.h of the Annual Federal Financial Report (FFR), SF-425, and you must submit a Prior Approval Request to carry over these funds through EHB immediately following the FFR submission. Please consult your Grants Management Specialist for questions regarding submission of the FFR and/or Prior Approval Requests to carry over UOB funds.
2. You will be required to provide information on the QI activities supported through this one-time supplement via their FY 2020 Budget Period Progress Report (BPR). More information will be provided in the FY 2020 BPR instructions.
3. Funds may not be used for fundraising, lobbying, incentives (gift cards, food), construction/renovation, facility or land purchases, or vehicle purchases. Pursuant to existing law and consistent with Executive Order 13535 (75 FR 15599), health centers are prohibited from using federal funds to provide abortion services (except in cases of rape or incest, or when the life of the woman would be endangered). This is consistent with past practice and long-standing requirements applicable to grant awards to health centers. Funds must be used consistent with all federal cost principles as noted in 45 CFR Part 75. In addition, this supplemental funding may not be used to: supplant existing resources or support bonuses or other staff incentives. HRSA will send a Request for Information through the EHBs for the provision of an SF-424A and budget narrative justification for this supplemental funding. The submitted budget narrative must outline plans for utilization of this funding in alignment with the focus outlined above.
4. The purpose of the Fiscal Year (FY) 2018 Health Center Quality Improvement (QI) one-time grant supplement is to support health centers that displayed high levels of quality performance in Calendar Year 2017 Uniform Data System reporting to continue to strengthen quality improvement activities, including achieving new and/or maintaining existing patient centered medical home recognition.

All prior terms and conditions remain in effect unless specifically removed.

## Contacts

### NoA Email Address(es):

Name	Role	Email
Trista Besich	Program Director	tbesich@cascadecountymt.gov

Note: NoA emailed to these address(es)

### Program Contact:

For assistance on programmatic issues, please contact Erich Kleinschmidt at:  
MailStop Code: 16SW H02  
BPHC/Northwest Division  
5600 Fishers Ln  
Rockville, MD, 20852-1750  
Email: EKleinschmidt@hrsa.gov  
Phone: (301) 945-3350

### Division of Grants Management Operations:

For assistance on grant administration issues, please contact Carolyn Testerman at:  
MailStop Code: 10SWH03  
HRSA/OFAM/DGMO/HCB  
5600 Fishers Ln  
Rockville, MD, 20852-1750  
Email: ctesterman@hrsa.gov

Phone: (301) 594-4244

**August 28, 2018**

**Agenda #1**

**Agenda Action Report**  
*Prepared for the*  
**Cascade County Commission**

**ITEM:**

**Resolution 18-67**

**A resolution to disburse funds to the Community Health Care Center, Inc.**

**INITIATED AND PRESENTED BY:**

**Carey Ann Haight, Deputy County Attorney**

**ACTION REQUESTED:**

**Approval of Resolution 18-67**

---

**BACKGROUND:**

The Board of Cascade County Commissioners previously entered into a Co-Applicant Agreement for the mutual operation of a federally qualified health care center (FQHC) known as Community Health Care Center. On or about April 30, 2018, Cascade County notified the US Public Health Services that it intended to relinquish all interest and future claims to remaining unobligated balances under Grant No. H80CS00566 (the Grant) as of December 31, 2018, and that accordingly, the Community Health Care Center, Inc. (CHCC) intends to apply for the grant during the appropriate SAC grant cycle as part of its process in becoming an independent FQHC as of January 1, 2019. In conjunction with and in advancement of the separation of the CHCC from co-applicant status to stand-alone entity, the CHCC has become separately incorporated as a 501(c)(3) non-profit corporation as of July 1, 2018. Further the CHCC requires operating capital so as to continue to pursue its independence and alleviate Cascade County of the burdens of operating the CHCC as a combined enterprise. The Board of County Commissioners had authorized CHCC to accumulate reserve funding within its operating budget so that CHCC would have capital reserves to draw upon prior to final separation of the CHCC from Cascade County on December 31, 2018. The CHCC has demonstrated a need for funding to be disbursed to it. Staff believe that it is in the best interest of the County to disburse funds reserved for the CHCC in the amount of \$200,000 subject to the terms and conditions established in the Resolution.

**RECOMMENDATION:** Approval of Resolution 18-67.

**TWO MOTIONS PROVIDED FOR CONSIDERATION:**

**MOTION TO APPROVE:**

Madam Chair, I move that the Commission approve Resolution 18-67, a Resolution of Intent to disburse funds in the amount of \$200,000 to the Community Health Care Center, Inc. in conjunction with and in advancement of the separation of the CHCC, from co-applicant status to stand-alone entity.

**MOTION TO DISAPPROVE:**

Madam Chair, I move that the Commission disapprove Resolution 18-67, a Resolution of Intent to disburse funds in the amount of \$200,000 to the Community Health Care Center, Inc. in conjunction with and in advancement of the separation of the CHCC, from co-applicant status to stand-alone entity.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA**

**IN RE: RESOLUTION  
TO DISBURSE FUNDS TO THE  
COMMUNITY HEALTH CARE CENTER, INC.**

**RESOLUTION 18-67**

**WHEREAS**, the Board of Cascade County Commissioners has jurisdiction and power, under such limitations and restrictions as are prescribed by law, to represent the county and have the care of the county property and the management of the business and concerns of the county in all cases where no other provision is made by law pursuant to MCA §7-5-2101; and

**WHEREAS**, the Board of Cascade County Commissioners previously entered into a Co-Applicant Agreement for the mutual operation of a federally qualified health care center (FQHC) known as Community Health Care Center; and

**WHEREAS**, on or about April 30, 2018, Cascade County notified the US Public Health Services that it intended to relinquish all interest and future claims to remaining unobligated balances under Grant No. H80CS00566 (the Grant) as of December 31, 2018, and that accordingly, the Community Health Care Center, Inc. (CHCC) intends to apply for the grant during the appropriate SAC grant cycle as part of its process in becoming an independent FQHC as of January 1, 2019; and

**WHEREAS**, in conjunction with and in advancement of the separation of the CHCC from co-applicant status to stand-alone entity, the CHCC has become separately incorporated as a 501(c)(3) non-profit corporation as of July 1, 2018; and

**WHEREAS**, in conjunction with and in advancement of the separation of the CHCC, from co-applicant status to stand-alone entity, the CHCC requires operating capital so as to continue to pursue its independence and alleviate Cascade County of the burdens of operating the CHCC as a combined enterprise; and

**WHEREAS**, in conjunction with and in advancement of the separation of the CHCC, from co-applicant status to stand-alone entity, and prior to the April 30, 2018, notification to HRSA of its intent to relinquish all interest and future claims to remaining unobligated Balances under the Grant, the Board of County Commissioners had authorized CHCC to accumulating reserve funding within its operating budget so that CHCC would have capital reserves to draw upon prior to final separation of the CHCC from Cascade County on December 31, 2018;

**WHEREAS**, the CHCC has a reserve balance in the amount of \$200,000 and has demonstrated to Cascade County need for said reserves to be disbursed to CHCC; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Cascade County, Montana that

1. It is in the best interest of the County to disburse funds reserved for the CHCC in the amount of \$200,000 Said fund disbursement shall be effective upon passage of this Resolution.
2. The CHCC, upon written request of the Board of Cascade County Commissioners, shall provide within 5 business days' an accounting, supported by receipts for disbursements, of the CHCC utilization of said funds by CHCC.
3. Cascade County hereby reserves all rights under Montana Code Annotated to recover all or any portion of such funds disbursed by CHCC which, in Cascade County's sole and unfettered discretion, are not properly or timely accounted for or which are used for purposes which Cascade County, in its sole and unfettered discretion, does not believe to be in furtherance of the separation of the CHCC from Cascade County dependence.

PASSED AND ADOPTED by the Board of County Commissioners of Cascade County, Montana, this \_\_\_ day of \_\_\_\_\_ 2018.

BOARD OF COUNTY COMMISSIONERS,  
CASCADE COUNTY, MONTANA

\_\_\_\_\_  
Jane Weber, Chair

\_\_\_\_\_  
Joe Briggs, Commissioner

\_\_\_\_\_  
James L. Larson, Commissioner

**Attest**

On this \_\_\_ day of \_\_\_\_\_ 2018, I hereby attest the above-written signatures of the Board of Cascade County Commissioners.

\_\_\_\_\_  
Rina Fontana Moore  
Cascade County Clerk and Recorder